



The Importance of Cancer Screenings

A cancer screening is a test where a doctor checks your body for cancer cells. Regular screenings can help catch early signs of cancer so you can get the treatment you need when you need it.

It's normal to wonder what you can do to make sure that you and your loved ones are getting the screenings you need. Patients often wonder which screenings are recommended, how often screenings are needed, and how screenings feel.

Here is a list of common questions patients ask to help others know what to expect.

Which cancer screenings are recommended?

Right now, the American Cancer Society recommends regular screenings for breast cancer, colon and rectal cancer, cervical cancer, and prostate cancer. They also recommend endometrial cancer and lung cancer screenings for those who are at a higher risk of developing those cancers.

Who performs cancer screenings?

Many cancer screenings are done by a primary care doctor during regular wellness check-ups. They work closely with oncologists and other specialists to make sure patients are getting the recommended screenings based on their age. If you have questions about which screenings you need, just ask your doctor. They will listen to your concerns, answer your questions, and provide assistance.

How often do I need cancer screenings?

Guidelines for cancer screenings are a little different for everyone. While it's best to talk to your doctor about what's right for you.

- **Breast cancer screenings** – Women ages 45 to 54 should get yearly mammograms. After age 55, women can choose to have a mammogram every other year. Or they can continue yearly screenings. If you have a higher risk of developing breast cancer, your doctor might recommend starting screenings before you turn 40.
- **Cervical cancer screenings** – A Pap test is used to screen for cervical cancer. Women between the ages of 21 and 29 should get a Pap test every three years. From ages 30 to 65, it's recommended to get a Pap test and a human papillomavirus (HPV) test every five years.
- **Colon cancer screenings** – People with an average risk of developing colon cancer should get regular screenings between ages 45 and 75. Your doctor will let you know how often you'll need a colon cancer screening.
- **Prostate cancer screenings** – Doctors are still researching how effective prostate cancer screenings are. Most men should talk to their doctor at age 50 about if a screening is right for them.

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- **Lung cancer screenings** – Lung cancer screenings are recommended for people between the ages of 55 to 74 who currently smoke or have a history of smoking. Before getting screened, talk to your doctor about the risks and benefits of a screening. They'll help you decide if it's right for you.

If you are at a higher risk of developing cancer you may want to start getting annual screenings earlier than the average recommended age. Talk to a doctor if you're unsure when to start; they will provide recommendations and help you schedule a screening if needed.

October is Breast Cancer Awareness Month

Breast cancer can cause a number of signs and symptoms. See your GP if you notice a change to your breast that's new or unusual for you.

What are the symptoms of breast cancer?

Signs and symptoms of breast cancer include:

- A **lump or swelling** in the breast, upper chest or armpit
 - A **change to the skin**, such as puckering or dimpling
 - A **change in the colour of the breast** – the breast may look darker, red or inflamed
 - A **nipple change**, for example it has become pulled in (inverted)
 - **Rash or crusting** around the nipple
 - **Unusual liquid** (discharge) from either nipple
 - **Changes in size or shape** of the breast
- On its own, pain in your breasts is not usually a sign of breast cancer. But look out for pain in your breast or armpit that's there all or almost all the time.

Although rare, men can get breast cancer. The most common symptom of breast cancer in men is a lump in the chest area.

See your GP if you notice a change

Most breast changes, including breast lumps, are not cancer. But the sooner breast cancer is found, the more successful treatment is likely to be.

Get any new or unusual changes checked by a GP.

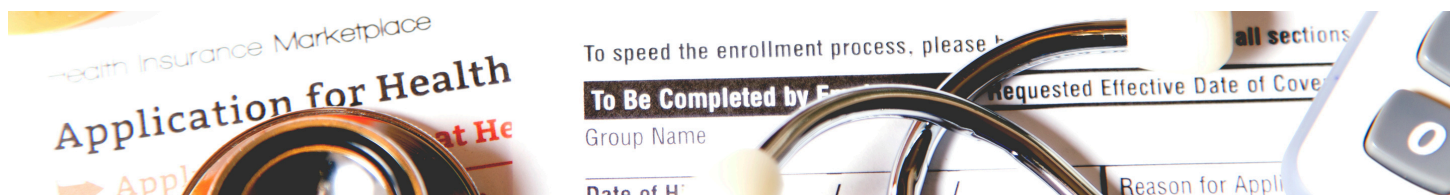
How to check your breasts

There's no special way to check your breasts and you do not need any training.

Checking your breasts is as easy as **TLC**:

1. **Touch** your breasts: can you feel anything new or unusual?
2. **Look** for changes: does anything look different to you?
3. **Check** any new or unusual changes with a GP

Everyone will have their own way of touching and looking for changes. Get used to checking regularly and be aware of anything that's new or different for you. Check your whole breast area, including up to your collarbone (upper chest) and armpits.



2025 Employee Benefits and Open Enrollment

The City of Tulsa's Open Enrollment will be held **October 14 through October 25, 2024.**

Additional information can also be found on the City of Tulsa benefits page at www.cityoftulsa.org/2025benefits or by scanning the QR code.



IMPORTANT CHANGES FOR 2025

- Blue Cross Blue Shield of Oklahoma will be our new carrier for medical benefits. You will have two medical plan options to choose from:
 - BCBS with CareATC
 - BCBS with Health Savings Account (HSA)

Both plans offer in and out-of-network benefits

- Dental High Plan Orthodontic Lifetime Maximum will increase to \$2,500.
- Blue Cross Blue Shield of Oklahoma (BCBSOK) will be our new carrier for Voluntary Accident, Critical Illness and Hospital Indemnity. With BCBSOK you will pay lower rates and won't have a pre-existing condition exclusion for Critical Illness and Hospital Indemnity. If you currently have a Voya policy for Accident, Critical Illness or Hospital Indemnity, you will be mapped to the respective coverage unless you make a change.
- The IRS HSA Maximum contributions for 2025 are increasing to:
 - Employee Only: \$4,300
 - Employee + Dependents: \$8,550
 - Catch-Up Contribution: \$1,000 (for age 55+)

These maximums include the City of Tulsa employer HSA contribution of \$750 for Employee Only and \$1,500 for Employee + Dependents. \$375 will be funded upfront then the remaining 25 paychecks will be prorated at \$15 for Employee only and \$45 for Employee + Dependents.

ANNUAL OPEN ENROLLMENT

Each year during Open Enrollment, you have the opportunity to reevaluate your benefit needs and adjust your coverage for the upcoming plan year. If you have waived coverage in the past, this is your opportunity to elect coverage. This is the only time you will be able to make changes for the upcoming plan year, unless you experience a qualified life event requiring a new election. Changes made during Open Enrollment will be effective January 1, 2025, through December 31, 2025. You can review your coverages and make new elections at <https://compass.empyreanbenefits.com/COT>.

ACTION REQUIRED for all benefits. This means you must take action to select your desired benefits for the 2025 plan year.

PERSONAL HEALTH ASSESSMENT

Employees who complete a PHA/biometric screening by November 30, 2024, will receive the preferred pricing on premiums beginning the first pay cycle of 2025. Dependents do not have to take part in a PHA to qualify for the preferred pricing, only the City of Tulsa employee. Those who do not receive the screening will incur a \$600 annual surcharge on medical premiums. This surcharge will be pro-rated over 26 pay periods in the amount of an additional \$23.08 per pay period added to their medical premium.

DEPENDENT DOCUMENTATION

If adding new dependents to your medical, dental or vision coverage for 2025 you will need to upload supporting documents (birth certificates, marriage license, adoption papers, legal documents etc.). These documents will need to be uploaded on the Empyrean/Compass enrollment site by November 30, 2024. If these documents are not provided by November 30, 2024, these dependents will not be added to your medical, dental and vision plans for 2025.

HEALTH FAIR

October 16 | 7 a.m. - 2:30 p.m. | Cox Convention Center

- Free PHA/Biometric Health Screenings will be available. Fasting is recommended. No appointments required, first come first served.
- Flu Shots will be available. Walk ups are welcome.
- A Computer Lab will be available if you need assistance or want to enroll for your 2025 Benefits.
- Blue Cross Blue Shield of Oklahoma will be onsite to answer questions.
- The City of Tulsa Parks Department will be showcasing activities you can participate in to stay active and healthy.
- Employees are allowed up to three hours of paid time to attend this event with supervisor approval.
- Food coupons will be available for you to use at the on-site café.

Nationwide and the City of Tulsa Retirement group will be available to assist with questions, review the Retirement Calculator, and select beneficiaries for your Deferred Comp and MERP plan. Sign up using the QR code for your personalized **One on One appointment with Nationwide** to discuss changes to your investment selections, discuss investment protection, and ask about managed account options. You may also bring estimates regarding your expected income and expenses at retirement for a personalized assessment of your retirement readiness.



We're excited to announce that **Family Medical Leave Act (FMLA) training** for all non-exempt employees will be offered October 16 during the 2024 Employee Health Fair. This mandatory training is offered between 8 a.m. and 3 p.m. Employees will have several opportunities to join one of the 30-minute training sessions. Session times will be conveniently posted around the Health Fair for easy access. If you're unable to attend on October 16, no worries! We will be offering several make-up sessions after the Health Fair to ensure everyone has a chance to participate.



7 Fire Safety Tips to Protect Your Workplace

Fire safety at the workplace is an important element of any safety and health program. October is Fire Prevention Month, making it the perfect time to review and strengthen fire safety practices. Following these best practices can lower the risk of fire-related incidents.

1. Conduct regular fire drills.

Practice makes perfect when it comes to fire safety. Hold regular fire drills so everyone knows the routes to evacuate quickly and safely. Assign and train evacuation wardens to help during emergencies.

2. Maintain fire safety equipment.

Ensure all fire safety equipment is in excellent condition. Reliable operation requires regular upkeep and inspection. Keep fire extinguishers in easy-to-reach places. Check extinguishers monthly to ensure they are ready for use. Ensure fire alarms and smoke detectors are tested regularly. Notifying supervisors of possible fire hazards or fire safety equipment problems promptly.

3. Keep exits clear.

Make sure nothing blocks emergency exits and the paths stay free of clutter. Illuminated exit signs should clearly mark all emergency exits so they are easy to find. Ensure all employees know the nearest exit routes.

4. Store flammable materials properly.

Keep flammable materials in special storage areas away from heat sources. Label these materials clearly and make sure all employees know how to handle them safely.

5. Practice electrical safety.

Regularly check electrical cords and outlets for any damage. Do not overload outlets by plugging in too many devices. Never plug heaters, refrigerators, or microwaves into extension cords or power strips. Following these practices can prevent electrical fires from starting.

6. Train employees.

Give all employees regular training on fire safety rules and how to use fire extinguishers. Make sure everyone knows the emergency contact numbers and what to do in case of a fire.

7. Update your emergency action plan.

Emergency contacts and facilities change over time. Your facility emergency action plan should be updated when changes occur. Maintain open communication between management and personnel concerning fire safety policies and procedures. Regular updates and reminders enhance fire safety.

Fire Prevention Month is a timely reminder of the importance of safety, both in the workplace and at home. It is a good time to revisit your workplace fire safety protocols and share essential fire prevention tips. Together, we can create safer environments, ensuring that whether at home or work, everyone is prepared and protected.

